

ANNOUNCEMENT:

INVITATION TO LEASE

The City Government of Batangas invites interested parties to submit sealed bids to lease the following property under Bid No. 2023-001

Description	Price	Term
<u>Batangas City Slaughterhouse</u> equipped with machinery and facilities and <u>Poultry Dressing Area</u> , located in Barangay Bolbok, Batangas City with a total land area of 3,600.00 square meters, more or less;	<u>Php 180,000.00</u> per month, net of VAT;	Three (3) years.

All bids are subject to the terms and conditions of these instructions as well as to the **CONTRACT OF LEASE** to be provided to interested bidders. The procedures on leasing real properties of the City Government of Batangas shall comply with **Ordinance No. 22-15 Series of 2023, as amended by Ordinance No. 22-23, Series of 2023, entitled "AN ORDINANCE PRESCRIBING GUIDELINES FOR THE LEASE OF REAL PROPERTIES OWNED BY AND REGISTERED UNDER THE NAME OF THE CITY GOVERNMENT OF BATANGAS AS COMMERCIAL SPACE, OFFICE SPACE, AND/OR SIMILAR PURPOSE, FOR A PERIOD OF TEN (10) YEARS OR LESS, AND FOR OTHER PURPOSES"** as amended.

INSTRUCTION TO BIDDERS

A. PRE-BID INSTRUCTIONS

1. Schedule of Activities:

Issuance of bid documents	10-19 October 2023
Pre-Bid Conference	20 October 2023
Submission of Application and other Requirements	20-27 October 2023 at 10:00 am
Opening of bids	27 October 2023 at 1:00 pm
Post-Qualification	06 November 2023
Award of the Lease Contract	13 November 2023

2. Upon payment of the amount of One Hundred Pesos (P100.00) per set, bidders are required to secure from the Batangas City Committee on Lease and Rentals (BCCLAR) at the Batangas City Legal Office, the following documents: (a) Application Form; (b) Invitation to Lease; (c) Offer to Lease; (d) Proposed Contract of Lease; and (e) Omnibus Undertaking (Sworn Statement).
3. The bids shall be submitted to the BCCLAR at the Batangas City Legal Office. The submission shall be made not later than the scheduled date and time indicated in the Invitation to Lease. Bids submitted after the deadline for its submission shall not be accepted unless otherwise extended by the BCCLAR.
4. Bidders shall submit their offers in three (3) sets of two separate sealed envelopes either by personal service or private courier to the following address:

Ms. Raquel Fortuna
City Legal Office
City Hall Complex, P. Burgos St., Brgy. Poblacion 17, Batangas City
(043) 722-1731

The **First or Eligibility Envelope** shall contain the following:

- A. Duly filled-out Lease Application Form;
- B. Duly notarized Omnibus Undertaking (Sworn Statement);
- C. Secretary's Certificate (for corporation/partnership/ cooperative);
- D. Authorization Letter signed by the sole proprietor (for single proprietor);
- E. Legal Requirements:
 - a. Certified True Copy of DTI/SEC/CDA Registration Certificate;
 - b. Current Mayor's Permit/Business Permit;
 - c. BIR Certificate of Registration (Form 2303);
 - d. BIR Renewal of Registration (Form 0605);
 - e. Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government;
 - f. Articles of Incorporation and By Laws, *if applicable*;
 - g. General Information Sheet, *if applicable*;
 - h. License to Operate;
 - i. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent, *if applicable*.
- F. Financial Requirements
 - a. Proof of financial capability to conduct and sustain the business (*Income Tax Return and Audited Financial Statements of the preceding year stamped received by the BIR*);
 - b. Proof of Financial and managerial capacity of applicant for the

business/service to be established which shall include detailed specifications/requirements of the project for capitalization, area manpower, equipment, technical knowhow;

G. Technical Requirements:

- a. Proof of experience and expertise in conducting the proposed business; and
- b. Other related inputs such as physical description and/or land use plan and other data relevant and necessary for the bidding, *if applicable*.

The **Second or the Offer Envelope** shall contain the duly accomplished Offer to Lease Form and offer security, amounting to three (3) months of the proposed rental rate under the name of the City Government of Batangas. Offer security shall be in the form of cashier or manager's check and shall adhere to current Bangko Sentral ng Pilipinas (BSP) and Philippine Clearing House Corporation (PCHC) regulations relative to the proper issuance and handling of checks. Bidders shall state in words and figures the amount of their bid in their Offer to Lease.

The Offer Security serves as a guarantee that the winning bidder shall enter into a contract of lease with the City within thirty (30) days from its receipt of the Notice of Award.

5. The bid must be legibly written in the prescribed Application Form. All erasures shall be countersigned.
6. The Application Form must be fully accomplished.
7. In case of discrepancy between amount in figures and amount in words, the latter will prevail.
8. The bidder or his duly authorized representative must sign all pages of the bid documents. Affix the complete signature, not initials, on all pages.
9. All documents submitted should be current and should be certified true copies of the original documents. All documents originating from any jurisdiction outside the Philippines should be authenticated through an Apostille.
10. The three (3) sets of two envelopes should be sealed and addressed to the BCCLAR with the following information indicated on the envelope:
 - A. Title of the bid;
 - B. Date of opening;
 - C. Name of business organization; and
 - D. An indication if the folder is the first (Eligibility) or second (Offer) envelope.
11. A bidder may opt to submit their bid envelope before the bid opening at BCCLAR provided that envelopes are sealed and signed across the envelope flaps. The envelopes shall be stamped RECEIVED by the BCCLAR indicating date and time submitted and name of company representative who submitted the bid document.
12. Bids shall be accepted by the BCCLAR only at the designated date, time and place, provided they are sealed and signed by the bidder or authorized representative across the envelope flaps.

B. SPECIAL PROVISIONS

1. The issuance of the prescribed bidding form mentioned herein shall not be construed as full and final recognition of the bidder's competence, nor shall any previous recognition of competence be necessarily accepted without question for this particular bidding. The City Government of Batangas reserves the right to review the competence and qualification of the bidders any time before the award of contract by further verification of the bidders' pre-

qualification documents, or by any other satisfactory means. The competence of a bidder shall include adequate preparation of the bid documents, financial ability to undertake proper and efficient performance of the services.

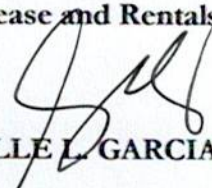
2. The bidder can only withdraw his bid before any of the bids has been opened.
3. The City Government of Batangas reserves the right to reject any or all bids, and accept an offer as may be considered most advantageous to the City.
4. Failure of the bidder to comply with the terms and conditions stipulated in the bidding shall be a ground for disqualification.
5. Bids shall be submitted, sealed and signed by the bidder at the BCCLAR on the designated bidding date or any re-scheduling thereof.

C. INSTRUCTIONS DURING THE BIDDING

1. Bidders shall register their attendance on the day of the opening of the bids.
2. The place, date, and hour of the bidding as indicated in the Invitation to Lease shall be strictly observed. The BCCLAR shall announce the opening of bids. It shall be done in the presence of the BCCLAR and the bidders or their duly authorized representatives. The representatives shall bring a notarized Special Power of Attorney or Secretary's Certificate, as the case may be.
3. The following bids shall be automatically rejected during the opening of the bid:
 - A. Bids below the approved Minimum Floor Price;
 - B. Bids with offer security not in the form of a cashier or manager's check; and
 - C. Bids with offer security not equivalent to a three-month rental rate.
4. The bidder submitting the highest-rated responsive offer shall be declared the winning bidder, in accordance with the provisions of post-qualification in Ordinance No. 22-15 Series of 2023, as amended by Ordinance No. 22-23, Series of 2023.

All concerns regarding the bidding may be communicated to Ms. Raquel Fortuna at (043) 722-1731.

Issued by the authority of Atty. TEODULFO A. DEGUITO, Chairperson, Batangas City Committee on Lease and Rentals (BCCLAR) this 10 October 2023, at Batangas City.


Atty. SHAIRA CAMILLE L. GARCIA-HUMARANG
Attorney III
City Legal Office, BCCLAR Secretariat